



Monthly Departmental Report

6/13/2014

Finance Department

Human Resources

Information Technology

Park & Recreation

Planning & Community Development

Police Department

Fire Department

Public Works



Finance Department

Monthly Departmental Report

Through the Period Ended June 6, 2014

Activity	Status
Operations	
Successor Agency	The Successor Agency and Oversight Board approved a proposal for the refinancing of the outstanding debt of the former Belmont RDA. The proposal has been submitted to the CA Department of Finance for review and approval. DOF has up to 60 days to make a determination on the refunding. If approved, this action would result in cost savings for the Successor Agency and net revenues for the City and Fire District.
FY 2015 Budget	The proposed FY 2015 Budget binders have been distributed. Staff introduced the Budget at the May 27 th meeting. The Finance Commission reviewed the Budget on May 29 th and recommended its adoption. The Budget is scheduled to be adopted by Council on June 10 th .
Economic Development	On January 31 st , Belmont submitted an application for the C/CAG Priority Development Area Planning Program Grant. The C/CAG Board of Directors met on Thursday May 8 th and adopted a resolution approving a list of recommended projects, including the City's proposed Belmont Village Implementation Plan. The City is expected to receive \$440,000 in grant funds in FY 2015 to assist with the preparation of an important Housing and Economic Development regulatory document.
PG&E Energy Efficiency Project	On May 27 th Council approved the City's participation in PG&E's Sustainable Solutions Turnkey (SST) Program for Energy Efficiency Measures. Staff is working closely with PG&E and has confirmed that no external financing is needed beyond On-Bill Financing (OBF). Staff is working with the City Attorney and PG&E to finalize contract documents.
Debt Management	The City has engaged a new financial advisor who is working with staff on debt pay down and cash flow management plan for funding the City's portion of the SVCW's Sewer Treatment Facility. An informational report is in the works.
Reporting	
Treasurer's Report	April report completed.
Monthly Budget Variance	April report completed.

Human Resources Department Monthly Report

June 2014

Recruitment Summary

Position	Department/Division	Filing Deadline	Status/Activity
Accounting Technician I/II/III	Finance	April 18, 2014	Conditional job offer extended to candidate.
Lateral Firefighter/Paramedic	Fire	Testing Period Underway	Interviews held on May 30, 2014. Two candidates placed on eligibility list.
Entry Level Firefighter/Paramedic	Fire	Testing Period Underway	Interviews scheduled for June 17 and 18, 2014
Administrative Battalion Chief	Fire	April 25, 2014	Chief interviews underway.
Lifeguards and Senior Lifeguard (Summer Positions)	Parks and Rec	Open Until Filled	Recruitment underway.
Senior Recreation Leaders (Summer Positions)	Parks and Rec	Open Until Filled	Recruitment underway.

Daily Operations:

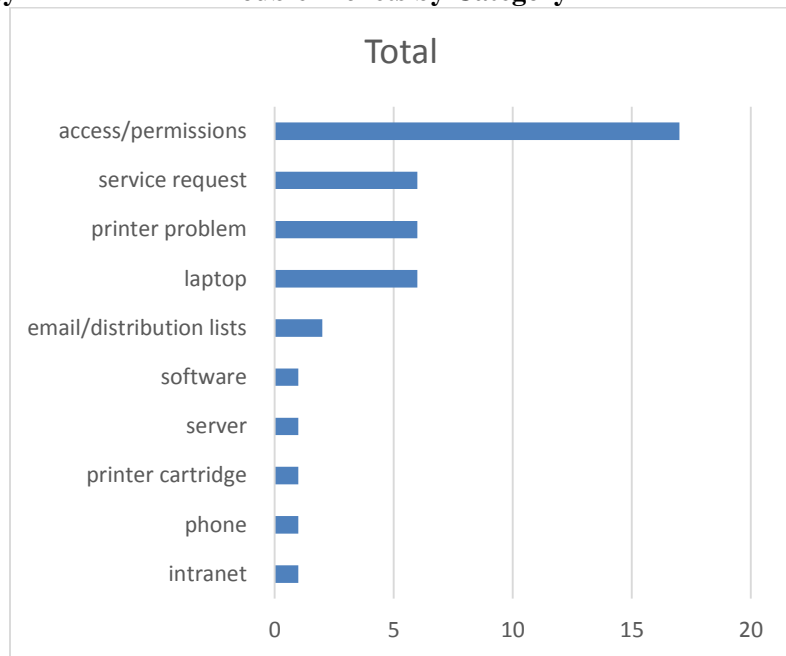
- Service Requests, 42 Trouble Tickets were received and responded to by IT

Trouble Tickets by Priority

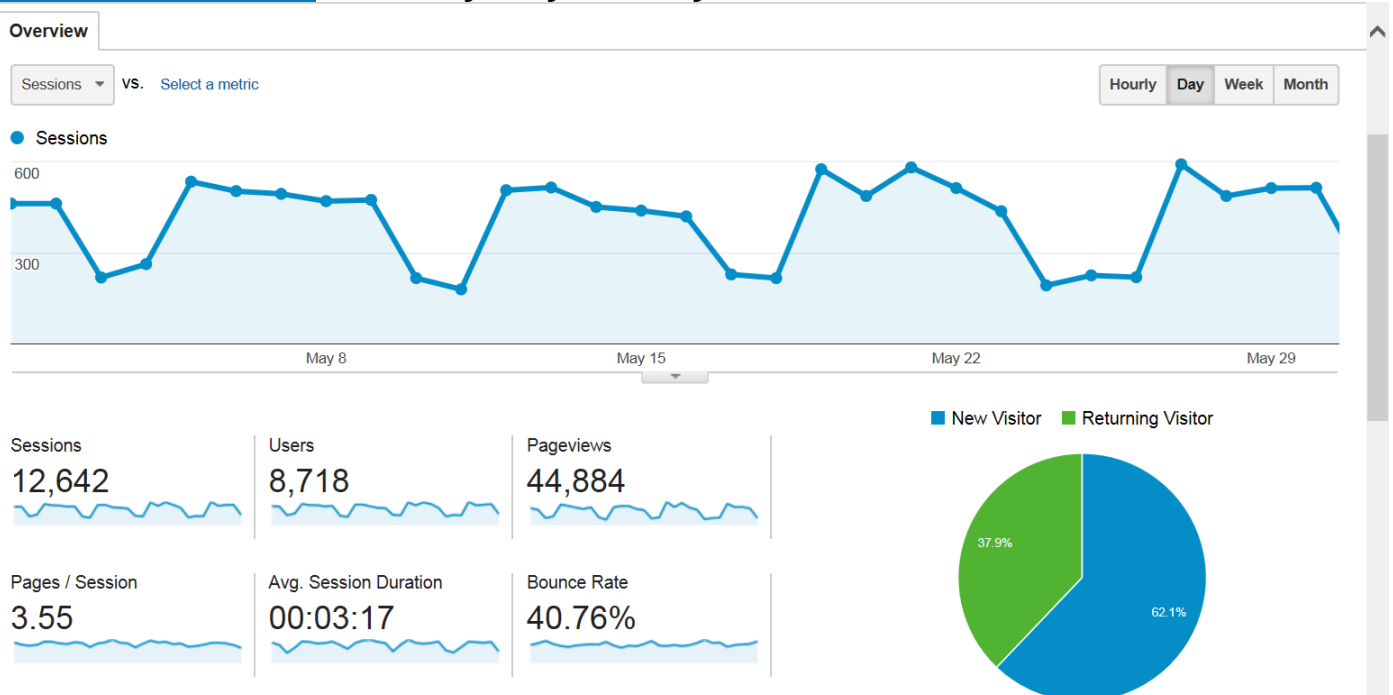


42 TOTAL

Trouble Tickets by Category



www.belmont.gov: Activity May 1 – May 31



Major Projects:

- **Phone System Upgrade**

City Council approved IT's recommendation to upgrade the City's phone system. The proposed solution will significantly reduce cost yet enhance capabilities. Phone Equipment has been ordered and staff is currently working with vendor on implementation plans. Vilma Mixco is the project manager and can be contacted at vilma@belmont.gov

- **Meeting Agenda & Associated Broadcast**

Staff is currently working on providing tools to enhance the creation and presentation of meeting agendas and the associated TV and Internet broadcast. This project ties into the recently completed web design project. Look for exciting changes at www.belmont.gov during the June / July timeframe. Vilma Mixco is the project manager and can be contacted at vilma@belmont.gov

- **Hansen 8 – Asset Management and Work Order Upgrade**

Jason Eggers jeggers@belmont.gov is leading this multifaceted project that provides tools for staff to manage Belmont's assets (streets, sewer, parks etc.). The project is complicated by the inclusion of geographic information system (GIS) layers and the various application interfaces to other business applications. Project is slated to be complete later this summer.

- **Certification – Marisa Martinez**

Marisa Martinez recently earned certification of Enterasys Certified Specialist in Network Switching Infrastructure. Ms. Martinez maintains the City's network and server environment.

- **Social Media**

This month several City staff members attended a discussion on utilizing Social Media for civic engagement led by Cheryl Golden, Communications Manager for the City of Fremont. As the technical landscape continues to change, new tools and resources (Facebook, Linked-In, Twitter) become available to expand the communication channels between the City and our residents, businesses and visitors. Ms. Golden spoke of how the City of Fremont utilized Social Media to build this communication. To connect to the City's conversation via Social Media please visit the City's web site at www.belmont.gov or <http://www.belmont.gov/city-hall/social-media>. If you have further questions or require clarification or assistance please call Information Technology at (650) 637-2970, we would be glad to assist.

**PARK & RECREATION DEPARTMENT
MONTHLY REPORT**

May 2014



DAY CARE	<p>BELMONT COMMUNITY LEARNING CENTER: The Community Learning Center has 75 children enrolled.</p> <p>On May 5, we celebrated Cinco de Mayo with a piñata and a Mexican snack including guacamole, tortilla chips, and salsa.</p> <p>During the week of May 5-9 the children made special projects for Mother's day including a card, flower project, and a heart project.</p> <p>Our Graduation in conjunction with our 6th annual PTO Silent Auction was May 21. We celebrated a year of growth. Each class performed, followed by the presentation of certificates, and a lunch for all the families. The PTO raised over \$2600 towards enrichment classes for the upcoming school year.</p> <p>On May 29, Goofball the Magician performed a Magic Show for the children.</p>
PARKS	<p>Continued regular maintenance at all parks and fields. The following special projects and/or work were completed for the month of May.</p> <p>PARKS AND OPEN SPACE: A new irrigation controller was installed, several valves were replaced, broken sprinklers were repaired, new shrubs were planted, pruning, and trimming of vegetation was completed throughout Twin Pines Park. All irrigation systems at all City sites were inspected, repairs were made, and controllers were programmed. Staff began to closely monitor all irrigation systems with programs that will achieve a minimum of ten (10%) percent reduction in water consumption over previous years. A large part of staff time in the month of May was focused on water conservation efforts. Staff made repairs to the park sign at Semeria Park which was struck by a vehicle. Mulch was also applied to all the shrub beds at the site to prevent weeds and improve moisture retention. A park bench was vandalized at Hallmark Park and staff quickly repaired it. Several invasive species were removed in the Water Dog Lake Open Space Area and the San Juan Open Space Area. Using a new GPS device, staff also began to collect data on assets, trail conditions, maintenance needs, completed maintenance of the trails in the Water Dog Lake Open Space. This project will help the Department manage the Open Space and be a valuable tool for Emergency Services.</p> <p>MEDIANS AND R.O.W.'s: Staff inspected all irrigation systems on El Camino Real and Ralston Avenue and made all necessary repairs. A new controller was</p>

**PARK & RECREATION DEPARTMENT
MONTHLY REPORT**

May 2014



	<p>installed which serves the median from Cipriani to Davis Drive. Programs were set to conserve water on all medians.</p> <p>ATHLETIC FIELDS: Staff installed several new Climate Logic irrigation controllers, which have the capability of capturing temperature, wind, daylight, precipitation and automatically adjust programs to help conserve water. All irrigation systems were inspected, repairs were made, and programs were set for summer conditions. Staff continued to maintain and prepare infields for the adult softball program.</p> <p>FACILITIES: In addition to the regular and preventive maintenance, staff completed a number of tasks including the coordination of the remodel of the Annex Room at the Barrett Community Center. Improvements included new carpet, paint, light fixture lenses, exit signs and the installation of tables and chairs. This room will provide a new waiting/seating area for visitors and participants. The Multi Use room had two faulty light switches and sockets replaced. A water leak was repaired and two faulty key locks were repaired. Fire Station 14 had an HVAC issue resolved and a roof leak repaired. City Hall had two door latching issues resolved, a toilet unclogged and an ice maker was repaired. The EOC Room had two televisions and four whiteboards hung, including touch up patching and painting. The Manor Building had a burglar alarm issue resolved. The Park Office had a lock issue resolved. The TPS&CC had a urinal repaired and a ceiling tile replaced. The Sports Complex had a clogged sink and toilet unclogged and a thermostat box reinforced. The Corp Yard had a toilet leak repaired and security cameras installed on the perimeter of the buildings. Barrett Community Center had a fence repaired and an alarm issue resolved.</p>
SENIOR SERVICES	<p>PROGRAMS and EVENTS:</p> <ul style="list-style-type: none">- The new Shuttle Van went into service in May, after a long awaited arrival. The Twin Pines Senior Shuttle provided 169 one way trips in May. The vehicle can seat eight passengers, and can accommodate two wheelchairs. The raised roof makes it easier to enter and exit the vehicle.- 419 Lunches were served in the Twin Pines Café.-Volunteers provided 525 hours of dedicated service at the Twin Pines Senior & Community Center in May.-The May Senior Dance Night was attended by 37 people.

**PARK & RECREATION DEPARTMENT
MONTHLY REPORT**

May 2014



	<p>-Special events included a May Birthday lunch, celebrating everyone born in the month of May. The Police Chief came to wish our May birthday celebrants a Happy Birthday, and to talk with the group about scams and police updates. A Pizza Party was also held, with plenty of pizza, activities and fun for all.</p> <p>-May movies were attended by over 340 people, with new DVD releases, foreign films and the classics being shown.</p> <p>-The American Red Cross provided a Disaster Preparedness workshop which discussed ways individuals can best prepare for an emergency or natural disaster.</p>
RECREATION PROGRAMS AND CLASSES	<p>ACTIVENET ONLINE REGISTRATION:</p> <p>The Parks & Recreation Departments online registration program continues to successfully serve its customers. An increasing number of our customers are taking advantage of the convenience of registering online from their home, office or laptop. Online registration generated the following transactions:</p> <ul style="list-style-type: none"><input type="checkbox"/> 972 enrollments were processed during the month, generating \$119,625 in recreation program revenue. We have changed the registration collection process for the Footsteps Afterschool Program, which resulted in a decrease in gross revenue from previous years, yet we are still higher in overall program revenue when compared to last May. There will also be a corresponding decrease in program expenditures related to the Footsteps Afterschool Program.<input type="checkbox"/> 593 (61%) enrollment transactions were successfully processed online during the month of May.<input type="checkbox"/> Processed \$80,654 (67%) in program revenue via online transactions. <p>PROGRAMS and CLASSES:</p> <p>TEENS:</p> <p>Teen numbers at the Library during the month - 753</p> <p>We also had a lot of interest in our extended study hall event (Thursday, 5/29 from 6-9pm) with 53 participants. Due to the high interest level, we will also have extended study hall hours before winter finals, AP testing, and spring finals.</p>

**PARK & RECREATION DEPARTMENT
MONTHLY REPORT**

May 2014



	<p>Teen numbers coming to drop-in at Barrett-112</p> <p>Sunday, May 4th, Belmont Parks and Recreation hosted San Mateo County's Streets Alive! Parks Alive! Ride in Disguise at the Belmont Sports Complex. Partnering with Belmont Redwood Shores Safe Routes to School Program and the Silicon Valley Bike Coalition, participants were able to learn about bicycle safety, visit the Belmont Library's Imagination Playground, or decorate their bike at the RAFT decorating table. Many families dressed in 'disguise' and enjoyed having a picnic and a free bike tune-up!</p> <p>Supervisor Carole Groom, Parks and Recreation Director Jonathan Gervais and Parks and Recreation Commission Chair Craig Michaels spoke about celebrating our parks and open spaces and the importance of providing safe routes to schools.</p> <p>Members of V.O.I.C.E.S set up tables along the Bay Trail for riders to 'recharge'. Water and snacks were available to those who completed rides along the trail as part of the Tri-City event with Foster City, San Mateo and the County Parks Foundation.</p> <p>V.O.I.C.E.S. celebrated the end of another year of over 40 hours of community service. The weekend started with a trip to Great America and family and friends joined the celebration and with a dinner, slideshow and presentation of certificates to the ten participants. View highlights by watching the slideshow here: http://tinyurl.com/njl9anp</p> <p>2014-2015 recruitment begins in the fall.</p> <p>YOUTH: We had over 200 participants so far, for the final winter/spring session of HeartBeat dance starting in May, bringing in \$15,300 in revenue.</p> <p>ADULT: 52 adults enrolled in fitness related classes, such as Tai Chi, Zumba and Taiko drumming.</p>										
RECREATION FACILITIES	<p>FACILITY RENTALS:</p> <p>For the month of May we had the following :</p> <table> <tr> <td>Twin Pines Senior and Comm. Ctr</td> <td>25</td> </tr> <tr> <td>Manor Building</td> <td>10</td> </tr> <tr> <td>Twin Pines Lodge</td> <td>18</td> </tr> <tr> <td>Twin Pines Cottage</td> <td>12</td> </tr> <tr> <td>Barrett Comm Center</td> <td>25</td> </tr> </table>	Twin Pines Senior and Comm. Ctr	25	Manor Building	10	Twin Pines Lodge	18	Twin Pines Cottage	12	Barrett Comm Center	25
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**PARK & RECREATION DEPARTMENT
MONTHLY REPORT**

May 2014



	<p>Sports Complex 28</p> <p>Library 3</p> <p>Picnic Rentals 27</p> <p>Facility rentals generated total revenue over \$45,000 during the month.</p> <p>The Lodge and Cottage interiors were painted this month.</p>
MEETINGS	<p>Barrett Ad Hoc Committee Meeting</p> <p>Belmont City Council Meetings</p> <p>Belmont Community Learning Center PTO Meeting</p> <p>City of Belmont Wellness training</p> <p>Effective Presentations training</p> <p>Parks & Recreation Commission Meeting</p> <p>Peninsula Contract Instructors Collaborative</p> <p>Recreation Division Staff Meeting</p> <p>San Mateo County Active Access Meeting.</p> <p>San Mateo County Bike to Work Day</p> <p>San Mateo County Parks and Recreation Directors' Meeting</p> <p>San Mateo County Senior Farmers Market Program meeting</p> <p>San Mateo County Nutrition and Meals on Wheels Providers</p> <p>Senior Citizen's Advisory Committee</p> <p>Streets Alive! Parks Alive! events</p> <p>YTRS – Youth & Teen Recreation Services Meeting</p>

**PLANNING AND COMMUNITY DEVELOPMENT
MONTHLY COUNCIL REPORT
June 2014**

PROJECT	PRESENT ACTIVITY	STAFF	NEXT ACTION
	ZONING CODE AMENDMENTS		
2035 General Plan Update & Belmont “Villages” Districts Element (BVE) and Zoning (BVZ)	<p>Project includes rezoning, and new development standards for DTSP and Ralston/El Camino Real Corridor area.</p> <p>Outreach event occurred on 11/15/12 related to Belmont’s Grant/Case Study via the Grand Boulevard Initiative. The results of the case study will inform BVZ edits.</p> <p>Draft GBI (Grant) case study findings (ECHO II) provided to City in mid-March 2013; some recommendations to be incorporated into Draft BVZ.</p> <p>Draft Belmont Village Element (BVE) prepared and reviewed by PC on 5/7, 5/21, and 7/1; PC concurred with Draft and forwarded to City Council.</p> <p>CC first review of Draft BVE occurred at 8/13 mtg. ECHO II Presentation made to PC at 10/15 meeting – the item was well received.</p>	de Melo	<p>ECHO Presentation made at 1/28/14 CC Meeting – well received. Council directed incorporation of case study recommendations as appropriate into Belmont Village Policy documents.</p> <p>City Council reviewed Downtown Revitalization & General Plan Policy Framework at 2/11/14 meeting and concurred with Action Plan and necessary funding/resources for project.</p> <p>Staff is currently generating Scopes of Work for Project Components and Associated EIR. At 5/13 CC Meeting, a Council Subcommittee was appointed to assist in the final consultant selection. Service Agreements will be forwarded to Council for review/approval in July.</p>
	COMPLEX DEVELOPMENT REVIEW PROJECTS		
Firehouse Square	<p>Council adopted Resolution authorizing ENA proceedings at 8/14/12 CC meeting.</p> <p>Draft ENA with Sares-Regis approved by Council at 8/13/13 mtg; ENA has been signed by all parties. Next steps include due diligence by Sares-Regis and neighborhood outreach.</p> <p>First community outreach meeting occurred on 12/18/13</p>	de Melo Scoles Rennie Fil	<p>Third outreach held on 4/14/14 – 45-50 attendees; Sares-Regis presented project plans & alternatives; presentation was well-received. Next steps include submission of development review application and crafting of potential Development Agreement (DA) terms.</p>

	on-site – productive meeting with approximately 20-25 attendees. Second outreach meeting held on 1/27/14 – 45-50 attendees; the meeting allowed for discussion of constraints & opportunities.		
Autobahn Motors Dealership Expansion – 700 Island Pkwy	<p>Project entails demolition of existing Sales/Service facility and construction of new Sales Facility/Showroom building. Some service operations will migrate to Harbor Boulevard site (HIA area) currently leased by Autobahn. City Council approved Service Agreement with Environmental Consultant for project in July 2013. Formal application for entitlements filed in mid-September 2013.</p> <p>Project Environmental Study released for public comment and to the State Clearinghouse on 3/18; public comment period ended on 4/18.</p>	de Melo	<p>Project Environmental Study & PD Amendment reviewed by PC on 5/6 and recommended for approval to Council.</p> <p>City Council approved entitlements on 5/27; second reading of Ordinance amending PD completed on 6/10. Next step is submission of Detailed Development Plan (DDP) for review.</p>
576-600 Camino Real – Proposed Mixed-Use (Commercial & Residential) Development	Project includes construction of three story mixed-use building – 10k square feet of ground floor commercial space and 26-32 residential condominiums (on 2 nd & 3 rd floors). An underground garage will serve the residential units and 32 at grade spaces will be provided for the commercial uses.	de Melo & Contract Planner	City Council approved Service Agreement with Environmental Consultant for project in January 2014. Formal application for entitlements filed in October 2013. Preparation of Project Environmental Study is underway - anticipated study release for public comment will occur in July. PC Hearing for project entitlements tentatively scheduled for 9/2/14.
Crystal Springs Uplands School (CSUS) – 6-8 & 10 Davis Drive	CSUS filed new development review application in January 2014. Project entails construction of new 60k sq. ft. middle school to accommodate 240 students.	DiDonato & de Melo	City Council approved Service Agreement with Environmental Consultant for project in January 2014. Preparation of Project

	Project includes a classroom building, and all-weather surface athletic field. A gymnasium & covered pool is proposed in a later phase.		Environmental Study (including a new traffic study) is underway.
Property Adj. to 1114 Village Drive	Tentative Map/ Design Review/Grading Plan & CUP for Construction of 10 Townhomes over a Common Parking Garage. Project reviewed and approved by Commission at 7/3/12 meeting.	DiDonato	Subdivision reviewed and approved at 10/23/12 CC meeting. Next step is CC review of PUE Vacation, and Final Subdivision Map. No update since last report.
	SAN JUAN HILLS DEVELOPMENT		
3300 Block of Lower Lock – Piazza Property	PC approved SF Design Review for the project at their 11/5/09 meeting. Extension of SFDR Approval approved at 3/15/11 PC Meeting. Soldier Pile walls Building Permit issued in November 2011. Conservation easement for subject property approved at 11/27/12 CC meeting.	DiDonato	SFDR Entitlements expired. Applicant re-filed SFDR application for the subject property. Project approved by PC at 2/4/14 meeting. Next step is building permit submission. No update since last report.
San Juan Hills Master Plan Subdivision (Lehmer)	<p>Sale of Bishop Property completed on 10/2. Council initiated General Plan Amendment & Rezoning for balance of city-owned property at 9/10 meeting. Planning Commission reviewed GPA/Rezone on 10/1 and recommended approval.</p> <p>City Council adopted GPA Reso to designate the property as Open Space (OS), and conducted first reading of Ordinance for new Open Space – Parks (OS-P) Zoning District at 10/22 meeting. Second Reading of Ordinance completed at 11/12 CC meeting.</p>	de Melo, Scoles, Rennie & Fil	At 11/26 CC meeting, Council gave direction on specific improvements to further implement the subject properties as parks/open space (signage, trail maps, etc.). (OS-P) Zoning is effective on 12/10/13. No update since last report.
	APPEALS		

	SUCCESSOR AGENCY PROJECTS		

Items shown in bold face are new since last month.
Items shown in italics are scheduled for next CC or PC meeting.
Items shown in ~~strikeout~~ will be removed in next report.

**PERMIT CENTER
MONTHLY COUNCIL REPORT
May 2014**

PERMIT ACTIVITY	RESULTS	COMMENTS
Development Review Applications Received	3	Planning Division
Development Review Applications Approved	3	Planning Commission Review
Permit Applications Received	102	Building, Plumbing, Electrical & Mechanical
Permits Approved	103	Inclusive of above
Permits Issued	105	
Inspections Performed	364	Building Division
Revenue Generated	\$195,736.72	Development Services
Department 210		



BELMONT POLICE DEPARTMENT



Monthly Activity Report for May 2014

PERSONNEL

One new officer is completing training in the FTO program.
All other authorized positions are staffed for the first time in recent years.

OPERATIONS

Arrests – 59
Citations – 634
Total Incidents – 2834
Reports Written – 212
Code Enforcement – Total Calls: 86, Admin Citations: 1, Warnings: 14

COMMUNITY POLICING

Abandoned Vehicle Report: 47 complaints (43 resolved within 96 hours, 4 were not).
Child Safety Seats: Community Service Officers inspected 4 car seats.

ADMINISTRATIVE ACTIVITIES

Chief DeSmidt attended meetings and participated in functions for:

- Beyond Newtown Shooting Summit
- Coffee with Cops
- Fallen Officer Memorial
- Talk to Seniors
- NDNU Advisory Board
- Java with Jerry Hill
- CPCA Law & Legislative Day
- Police Academy Graduation
- Staff Meeting
- SMCSO Promotions
- BFD Retirements
- BPD Awards Night

Capt. Halleran attended meetings and participated in functions for:

- Monthly CERT Meeting
- Disaster Prep Day Meeting
- Wildland Fire Prevention
- Field Crisis Committee
- BPD Awards Night
- SMC Communication Managers Meeting
- Library Security Cameras
- Staff Meeting
- PG&E Public Safety Liaison Meeting
- Inner Perspectives Graduation
- SMT
- SMC Emergency Managers Meeting
- Planning Meeting

Capt. Psaila attended meetings and participated in functions for:

- Carlmont High School Mentor Meeting
- Taser Meeting
- Academy Final Inspection
- Officer Worn Video Meeting
- Inner Perspectives Graduation
- SMT
- BPD Awards Night
- Wellness Committee Meeting
- Media Interview
- Bike to Work Booth
- County Commanders Meeting
- IA Meeting
- Staff Meeting
- SMCSO Promotions
- Applicant Interview
- BFD Retirements
- Holding Cell Audit

TRAINING

M. Stauffer	May 1-2, 2014	Interview & Interrogations
T. Adams	May 5-9, 2014	Officer Involved Shooting
R. McGriff	May 5-9, 2014	Baton Instructor
S. Nimau	May 5-9, 2014	Basic Accident
D. DeSmidt, B. Vogel, M. Jordan	May 5, 2014	Beyond Newton Shooting Summit
D. Ferrari	May 6-8, 2014	Dispatch Update
D. DeSmidt	May 13-14, 2014	CPCA Legislative Day
D. Friedman	May 13-14, 2014	Vehicle Ops
S. Nimau	May 19-22, 2014	Radar/Lidar Operator
M. Jordan	May 20, 2014	D.E.C. Investigations
J. Pardini	May 20, 2014	Taking Customer Service From Good to Great
S. Massoni, J. O'Connor, M. Cecchi, C. Fischer	May 21, 2014	GTF Summer Training
K. Stenquist, E. Branch	May 22, 2014	Inner Perspectives
S. Massoni, J. O'Connor, R. Collins, B. Vogel	May 28, 2014	Holding Cell
TBD	May 28-30, 2014	DUI/SFST

POLICE RESPONSE HIGHLIGHTS

- In an effort to keep our streets safe during the holidays, Belmont Officers joined officers from South San Francisco Police and Burlingame Police Departments to conduct DUI Saturation patrol over the Memorial Day holiday weekend. Several vehicles were stopped, and four arrests were made.
- After a student's cellular phone was stolen at Carlmont H.S., the student was contacted by a man who tried to sell the phone back to the student. Belmont Police Detectives quickly got on the case and conducted an operation, which lead them to San Bruno where they arrested the man who was in possession of the stolen phone.
- Nineteen traffic officers from the San Mateo County Saturation Traffic Enforcement Program (STEP) came to Belmont in May and joined our traffic bureau, focusing on speed and other traffic violations occurring throughout Belmont. They made 125 traffic stops, issued 101 traffic citations and made 3 arrests during their enforcement efforts in town.

Belmont Fire Department



Monthly Activity Report

For

May 2014

Personnel

Retirements: None

Recruitments: None

Promotions: None

Operations

Emergency Response: For the month of May there were 208 requests for assistance as follows:

Incident Type	Total
Fire & Explosion	7
Rescue & Emergency Medical	135
Hazardous Condition	6
Service Call	25
Good Intent Call	25
False Call	10
Total	208

Mutual Aid Received	19
Mutual Aid Extended	23

Community Outreach

Deputy Chief Gaffney attended meetings and participated in functions related to the following:

Rebuilding Together Event * Safe Schools Meeting * Wildland Training in Belmont * “Coffee with Public Safety” Event * Fire Command Staff Meeting * Wildland Exercise in Woodside * Senior Fire Staff Meeting * Budget Review Meetings * Meeting with Council Member Wright * City Council Meetings * SMT Meeting * Meeting with HR on Lateral Firefighter Applicants * Hallmark Homeowners Association Meeting * Vegetation Management Meetings with two property owners * Meeting with HR on Entry Level Firefighter Applicants * Fire Chiefs Annual Planning Retreat *

Fire Crews Outreach

Fire Personnel provided the following outreach/education to the community:

Engine 15 Show & Tell for Carlmont Parent Nursery * Public Education at “Belmont Streets Alive” Event * Station 14 Tour for Footsteps Daycare Center * Station 14 Tour for Cub Scout Den * Station 14 CERT Meeting *

Training

Fire Personnel attended the following training & exercise opportunities:

Wildland Fire Training in Belmont * Wildland Exercise in Woodside * Fire Instructor 1B Course * Mobile Standpipe Performance Standard * EMS Training *

Total Department Training Hours for Month	164.5
Average Training Hours by Shift for Month	54.8

May Fire Prevention Activities

Activity	Total
Business Annual Inspection/Re-Inspections	98
New Business License Inspections	3
Plan Reviews	8
Site Plan Reviews	3
Fire Inspections/Fire Finals	4
Training/Inspections with Belmont Building Inspector	49



**Engineering Monthly Report
Public Works Department
June 13, 2014**

PUBLIC WORKS STORM PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Ralston and Harbor Station Lid Replacement Project	Gilbert Yau	Consultant prepared final design. Staff prepared staff report to Council for advertisement on June 10, 2014.	Advertise project for bids.	This project will replace 4 concrete lids at the Ralston and Harbor Storm Pump Stations.
Full Trash Capture Device Installation Project	Tim Murray	Work completed. Notice of Completion approved by City Council on May 27, 2014.	Make payment and close out project.	Grant funded project to install 22 full trash capture devices.
Hillman Ave & Ruth Ave Street and Storm Drain Improvement	Gilbert Yau	Consultant prepared detailed plans for the detention system at Ruth Avenue. Staff is reviewing options to lower the construction cost.	Complete the design of the detention system and evaluate alternatives to reduce cost. Staff continues to look for grant opportunities to fund improvements.	The total estimated cost for all drainage and road improvement is estimated at \$7.0 million.

PUBLIC WORKS STREET PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
2014 Pavement Maintenance	Dalia Manaois	Project awarded.	Begin construction in late June.	Project will slurry seal various streets within the City as part of the pavement preservation program.
2015 Pavement Reconstruction Project	Dalia Manaois	Data collection for the design of the project.	Complete 65% design.	Project includes \$534k in federal funds and \$150k in Measure A Grant funds.
Old County Road Street Lighting (Phase II)	Gilbert Yau	The district boundaries were revised to accommodate all poles on Old County Road and Masonic Way. Staff developed the street light fixture standard plan for the May 20 th Planning Commission, which was recommended to forward to the City council for final approval.	Continue to coordinate with PG &E for the design to obtain right-of-way clearance for the project. Present light standard option to the Planning Commission and City Council.	Project to underground overhead utilities along Old County Road utilizing Rule 20A fund. The lack of RDA funding will require other fund sources to construct streetlight related improvements (City funded).
Old County Road Pedestrian/Bike Project	Gilbert Yau Dalia Manaois	Consultant contract authorized by Council on May 27, 2014.	Begin design.	Project to install new sidewalk to fill in gaps for pedestrian traffic; install ADA compliance driveways and new bike line.
Ralston & Highway 101 Landscape project.	Gilbert Yau	Project on hold. City and Redwood City need to reach an agreement on design and construction of improvements.	Review existing agreements to determine requirements for moving project forward.	Landscaping design will need to be modified based on available budget.
Ralston Avenue Pedestrian Improvement Project	Gilbert Yau	Field review with CalTrans scheduled for mid-June.	Begin design.	Project to install new 4.5 foot sidewall along Ralston between South Road and the University entrance; relocate retaining walls.

PUBLIC WORKS SEWER PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Sewer Force Main Evaluation	Bozhena Palatnik	Data collection has started. Multiple soil samplings have been collected and are in the process of being tested. The consultant installed pressure monitoring devices at 4 major pump stations.	The next step is to conduct a corrosion study which will involve digging external pits along the force main alignment and collecting a series of tests to determine condition of pipe and surrounding soil.	This project includes evaluation and condition assessment of the city's existing force mains.
Ralston Avenue Sewer Main Improvement Project- Phase 1	Bozhena Palatnik	Council approval of the project was obtained in May, 2014.	Conduct outreach to residents, and advertise the project.	This project will replace the sewer main on Ralston Avenue between Notre Dame Avenue and South Road.

PUBLIC WORKS DEVELOPMENT

PROJECT	STAFF	CURRENT ACTION	NEXT ACTION	COMMENTS
Public Works Permits	Diane Lynn	# of Engineering Permits issued: 29 # of Inspections assigned: 93	Ongoing	

DEPARTMENT OF PUBLIC WORKS

Citizen Requests and Response Time Log May							
Citizen Concern	Total Requests	1 Hour	24 hrs	24hrs- Week	Scheduled	OverTime	Comments
Debris Pick-up	1	1					
Emergency Sewer Calls -after hours	3	3				3	
Emergency Storm Drain Calls-after hours							
Emergency Sewer Pump Station							
Graffiti/Vandalism	1		1				
Illicit Discharge	1	1					
Public Inquiry	7	4	3				
Sewer Repair							
Sewer Lateral/PLCO	17	17					
Sewer Overflow							
Sidewalk	4			2	2		
Storm Drain	2	2					
Street Light	8			8			
Street Maintenance/ Potholes	5			4	1		
Street Signs	2			2			
Street Sweeping	1		1				
Traffic Signals							
Weeds/ shrubs/trees (within ROW)	6	4		1	1	1	
Storm Related Call							
Recology Calls	4	4					3-abandoned item calls
Total Requests/turn around time	62	36	5	17	4		
Percentage		58%	8%	27%	6%		
Previous Month's Total	69	49	9	3	8		
Previous Month's Percentage		71%	13%	4%	12%		

Public Works Department- Preventative Maintenance

Preventative Maintenance	Total #	Unit
Sewer Line Cleaning Footage	35,290	feet
Storm Drain Video Inspection Footage	5,940	feet
Sewer Video Inspection Footage	11,869	feet
Curb Miles Swept - mileage	352	miles
Vehicle Preventative Maintenance	24	vehicles
Vehicle Repairs	28	vehicles